SUMMER OSAP INSTRUCTIONS

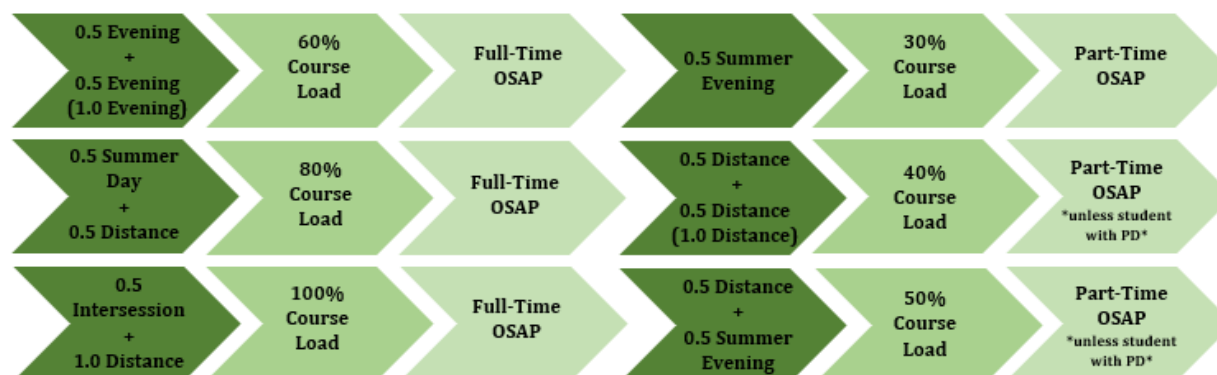## STEP 1: Choose Your Summer Courses

Your summer enrolment must be finalized prior to applying for OSAP in the summer term.

Changes to your courses or course load after your application has been processed may impact your OSAP assessment/funding.

STEP 2: Determine If Your Course Load is Eligible for Full-Time or Part-Time OSAP

During the summer term (May to August 2024), your course load percentage must be at least 60% (or 40% as a student with a permanent disability) to be eligible for full-time OSAP.

For examples of a combined course load (multiple summer courses), please review the chart below. You may also contact Student Financial Services at studentfinance@kings.uwo.ca if you are unsure.

0.5 Evening + 0.5 Evening (1.0 Evening)	60% Course Load	Full-Time OSAP	0.5 Summer Evening	30% Course Load	Part-Time OSAP
0.5 Summer Day + 0.5 Distance	80% Course Load	Full-Time OSAP	0.5 Distance + 0.5 Distance (1.0 Distance)	40% Course Load	Part-Time OSAP *unless student with PD*
0.5 Intersession + 1.0 Distance	100% Course Load	Full-Time OSAP	0.5 Distance + 0.5 Summer Evening	50% Course Load	Part-Time OSAP *unless student with PD*

STEP 3: Submit OSAP Application

Full Time	Part Time
Returning OSAP students with a **current full-time 2023-24 Fall/Winter OSAP application** must complete a *"King's Full-Time Summer 2024 Supplemental OSAP Application"*. The summer term is an extension of your current application and only requires completion of this form. Students who **DID NOT** receive Fall/Winter full-time OSAP must be enrolled in a course or course combination that spans a **minimum of 12 weeks in length**. ⇒ An online 2023/24 OSAP application is necessary to complete in addition to submitting a *"King's Full-Time Summer 2024 Supplemental OSAP Application"*. ⇒ For the online application, select 'Western University' as your institution and type 'King's–Summer' as your program. An example of how to complete this can be found on Page 2.	If your **total course load** is 59% or less, and you do not have a permanent disability, you must submit a Part-Time OSAP application **online.** You must remain enrolled below 59% for the duration of the summer term to remain eligible for part-time OSAP.

Online Full-Time OSAP Application Instructions
(for students who did not receive full-time 2023/24 funding during Fall/Winter)

Step 1: Your program

Which year of your program will you be entering?

[4 ▾]

What is the name of your program?

[King's Summer]

What is the total number of years in your program?
How long can I access OSAP for this program?

[4 ▾]

What is the start date of your 2023-24 part-time study period?
What is a part-time study period?

[May ▾] [6 ▾] [2024 ▾]

What will be your level of study?
- ○ Diploma
- ○ Certificate
- ● Bachelor's Degree
- ○ Master's Degree
- ○ Doctoral Degree

What is the end date of your 2023-24 part-time study period?

[August ▾] [1 ▾] [2024 ▾]

What percentage of a full course load will you be taking?
How to calculate your course load

[100] %

Are you taking a co-operative education (co-op) program?
- ○ Yes
- ● No

What percentage of a full course load will you be taking?
How to calculate your course load

[100] %

Are you taking all of your courses online, through correspondence or distance education?
- ○ Yes
- ● No

Deadlines & Application Processing	Important Information
You must apply **and** submit all supporting documentation for both full-time and part-time OSAP 6 weeks (42 days) prior to the end of your study period. Please see Page 2 of the *"King's Full-Time Summer 2024 Supplemental Application"*. Note: if you are **only** taking a 3-week course you must apply and submit all supporting documentation 3 weeks prior to the course start date.	If there is a change in your courses, income, or status, you **must** notify Student Financial Services at King's immediately using a *"Summer 2024 OSAP Change Form"*. This form can be submitted in-person or via email to studentfinance@kings.uwo.ca.
Students wishing to automatically defer their tuition payment to OSAP must have their application and all supporting documentation submitted by **April 1st, 2024.**	Summer funding is not released until the start of your study period.
Applications may take 4-6 weeks to be processed from the date of your submission. Documents are reviewed and assessed in the order they are received.	**Any false or misleading information on your application may result in the suspension of funding and prosecution. All applications are subject to audit by the Ministry of Education and Training: Colleges and Universities.**